

**Wisconsin Weatherization  
Quality Control Inspection Form**



<b>WisWAP BID:</b>		<b>Unit:</b>	
<b>Customer:</b>			
<b>Agency:</b>		<b>Agency Job #:</b>	
<b>Inspector:</b>		<b>Date:</b>	

A Quality Control Inspection (QCI) verifies all aspects of the Audit event have been satisfactorily completed and the payment and reporting process may proceed. The QCI includes a complete file review and site visit, including: a sensory inspection, diagnostic tests, client education process, and a file closeout process.

<b>FILE REVIEW</b>		
<b>File Content</b>	<b>Yes</b>	<b>No</b>
Are all required forms and documentation present and completed as detailed in the Wisconsin Weatherization Program Manual?		
If No, what is missing?		
<b>Audit Data</b>	<b>Yes</b>	<b>No</b>
Was the building accurately modeled in the Weatherization Assistant software in accordance with the Wisconsin Weatherization Program Manual and Wisconsin Weatherization Assistant Manual?		
If No, please explain.		
Does the work order accurately reflect the measures as generated by the Weatherization Assistant software?		
If No, please explain.		

<b>SITE REVIEW</b> <i>(Performed by Quality Control Inspector)</i>		
<b>Sensory Inspection</b>	<b>Yes</b>	<b>No</b>
Was all work called for within the work order completed in accordance with the Wisconsin Weatherization Field Guide and Wisconsin Weatherization Program Manual?		
If No, what measures were done incorrectly?		
<b>Diagnostic Testing</b>	<b>Yes</b>	<b>No</b>
Have all required diagnostic tests been completed, passed, and documented within the appropriate forms?		
If No, please explain.		

<b>CUSTOMER SATISFACTION</b> <i>(Performed by Quality Control Inspector)</i>			
<b>Customer Feedback/Education</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was the customer satisfied with the work?			
Was the customer satisfied with the audit process: initial site visit, explanation of work & tests, and communication?			
Was the customer satisfied with the mechanical contractor: communication, and clean up?			
Was the customer satisfied with the building shell contractor: communication, and clean up?			
Was the customer satisfied with the agency weatherization staff: communication, and clean up?			
Was customer education performed?			
Document specific customer comments:			

<b>CALLBACK (if needed): See work orders for details</b>	
<b>Measure</b>	<b>Corrected?</b>
1.	Yes/No
2.	Yes/No

<b>FILE CLOSEOUT</b>	
<b>Feedback (Performed by Quality Control Inspector)</b>	
Weatherization Staff	
Mechanical Contractor	
Building Shell Contractor	
Others	

**By this signature, I verify that all aspects of the QCI process have been satisfactorily completed and that my certification is current the day of this inspection.**

**QCI Name (Print):** \_\_\_\_\_ **QCI Signature:** \_\_\_\_\_